



# City of Alhambra

## PHOTO/FILMING PERMIT INSTRUCTIONS & APPLICATION



### The Photo/Filming Permit Application:

This packet is designed to provide you with all the forms and information you will need to complete your Photography/Filming Permit application. Please read the material carefully. To allow sufficient time to review and process your application, a completed application, including all related forms and documents, should be submitted to the Finance Department **within FIVE (5) working business days of the filming; exceptions include filming involving stunts, which requires six (6) business days and filming requiring road closures along major thoroughfares, which requires ten (10) business days (more or less depending on the filming location).** Incomplete applications will not be processed. If you have questions about the permit fees and requirements, please call the City of Alhambra Finance office at (626) 570-5021. Submit your application to: **City of Alhambra-Attn: Finance/Filming Permits, 111 South First Street, Alhambra, California 91801 or E-Mail.**

### Required Forms:

- **Photography/Filming Permit Application** - is your primary information form for the City. Please note the film cancellation policy and waivers as your signature binds you to the agreement.
- **"Parking and Location Plan" / Scaled Plan** - provides specific details on all vehicles and production equipment associated with the photo/filming activities.
- **"Encroachment Permit"** - shall be submitted for approval to the Public Works Department whenever there are plans to use the Public Right of Way, for parking or storing of vehicles or equipment and/or for using or traversing on public property by individuals, animals, vehicles or equipment.
- **"Permission to Use Property" Form** - written authorization from property owners (residential and/or business) within 100 feet of the photo/filming location.
- **"Approval for Photo/Filming" Form** - written authorization from property owners/tenants (residential and/or business) within 100 feet of the photo/filming location.
- **"Proposed Photo/Filming Activity" Form** - must be mailed or hand-delivered to all residences and/or businesses within 100 feet of the film location at least three days prior to photo/filming activities.
- **"Temporary Use Permit"** – shall be submitted for approval by the Development Services Department for photo/filming activities on private property when the actual filming is at a separate location.
- **"Rider for Photo/Filming Permit"** - after the initial application is submitted, any and all proposed production changes shall be submitted on this form to the City of Alhambra Finance/Permit Specialist.
- **"Proposed Park and Golf Course Use"** – shall be submitted for approval by the Community Services Department whenever one of the City’s parks or the golf course is a designated location for photo/filming activities.
- **"Pyrotechnics/Special Effects Permit"** - shall be submitted whenever any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms, burn scenes, or any other effect or stunts that pose a potential for danger or disruption to individuals or the surrounding area.
- **"Helicopter/Aircraft Permit"** - shall be submitted for approval by Police and Fire Departments whenever a helicopter or aircraft of any nature is used. Compliance with all FAA licensing and applicable regulations shall be required.

### City Contacts:

[Aibarra@cityofalhambra.org](mailto:Aibarra@cityofalhambra.org)

|                                   |                |                    |                     |
|-----------------------------------|----------------|--------------------|---------------------|
| <b>Finance</b>                    | Alfred Ibarra  | Ph: (626) 570-5021 | Fax: (626) 308-4868 |
| <b>Police Department</b>          | Officer Ponce  | Ph: (626) 570-5138 | Fax: (626) 284-5978 |
| <b>Fire Department</b>            | Tracy Horaites | Ph: (626) 570-5190 | Fax: (626) 457-8961 |
| <b>Public Works Dept.</b>         | Robert Bias    | Ph: (626) 570-5067 | Fax: (626) 282-5833 |
| <b>Community Services Dept.</b>   | Mike Macias    | Ph: (626) 570-5044 | Fax: (626) 282-9419 |
| <b>Development Services Dept.</b> | Paul Lam       | Ph: (626) 570-5034 | Fax: (626) 458-4201 |



# City of Alhambra

## PHOTOGRAPHY/FILMING PERMIT APPLICATION



### Production Company Information

Production Co./Applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Main Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Production Mgr. \_\_\_\_\_ Ph: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

Location Mgr. \_\_\_\_\_ Ph: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

Permit Agency \_\_\_\_\_ Ph: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Project Information

Photo/Film Title \_\_\_\_\_

**Type:**  Feature Film;  TV Movie;  TV Show;  Still Photography;  Commercial;  Music;  Student/Nonprofit;  Other

### PART I:

**Photo Shoot/Filming Locations & Dates:** (NOTE: Please duplicate **PART I** if there are to be additional location sites in Alhambra.)

Location # \_\_\_\_\_ (1, 2 or 3) / Description: \_\_\_\_\_

Add'l Building or Facility Info: (Name) \_\_\_\_\_ (Address) \_\_\_\_\_

**Property:**  Public Park;  School  Private Business.;  Public Bldg.;  Public Street/Sidewalk;  Residence;  Other

**Venue:**  Indoors;  Outdoors / Traffic Control:  Yes;  No / Street Blockage:  Yes;  No / Reserved Parking:  Yes;  No

|                    | Photo/Film Prep | Shoot | Strike |
|--------------------|-----------------|-------|--------|
| <b>Date(s)</b>     |                 |       |        |
| <b>Time</b>        |                 |       |        |
| <b># Cast/Crew</b> |                 |       |        |
| <b># Vehicles</b>  |                 |       |        |

### Number of Vehicles:

Cars & Vans: \_\_\_\_\_; Trucks/Trailers/RVs \_\_\_\_\_; Camera/Picture Cars: \_\_\_\_\_; Cranes/Condors \_\_\_\_\_; Other \_\_\_\_\_

# Generators \_\_\_\_\_; Type of Generators \_\_\_\_\_ Max. Anticipated Decibel Levels: \_\_\_\_\_

Address (Basecamp) \_\_\_\_\_ Address (Crew Parking) \_\_\_\_\_

# City of Alhambra

## PHOTOGRAPHY/FILMING PERMIT APPLICATION



### PART II:

Describe Interior Photo Shoot/Filming Activities \_\_\_\_\_

Describe Exterior Photo Shoot/Filming Activities \_\_\_\_\_

**Traffic:** If photographing or filming on City street(s) and or property, please submit a separate site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled (if a street, sidewalk, or road closure is involved, you need a street closure permit).

If the photo shoot or filming is to take place on City streets, describe planned arrangements for temporary restrooms and removal of refuse generated by your production (if there are more than 15 personnel):

### Posting No Parking:

|              |            |            |
|--------------|------------|------------|
| Street _____ | Date _____ | Time _____ |
| Street _____ | Date _____ | Time _____ |
| Street _____ | Date _____ | Time _____ |

### Photo Shoot/Filming Activities (If "YES", indicate location #'s as described on page 1 of this application)

Use of animals? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

If YES, how many/what type? \_\_\_\_\_

Use of tents over 200 SF? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Use of minors? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Use of canopies over 400 SF? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Staging of any aerial stunt or elements in your shoot? If yes, please attach details thereof. [ ] Yes; [ ] No

Use of nudity? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Camera(s) on the Curb Lane? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Camera(s) on the Sidewalk? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Drive by? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_; Drive up/away? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Drive with flow of traffic? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Tow Shots? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

ITC? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Wet Down? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Refuelers? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Police Escort? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Music Playback? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Welding? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

Photo Shoot/Filming activities before 7 a.m. and/or after 7 p.m.? [ ] Yes; [ ] No; Location #(s) \_\_\_\_\_

# City of Alhambra

## PHOTOGRAPHY/FILMING PERMIT APPLICATION



### Pyrotechnics & Special Effects:

Yes;  No - Will you be using pyrotechnics (fireworks) or explosives at this location?

If yes, please complete the attached Pyrotechnics/Special Effects Permit form.

Yes;  No - Will you be using hazardous materials? If so please list.

### Helicopter/Aircraft:

Yes;  No - Will you be using a helicopter/aircraft at this location?

If yes, please complete the attached Helicopter/Aircraft Permit form.

### PART III:

#### Schedule of Fees for Photography / Filming Activities

Payment of all permit fees must be made prior to final confirmation of the filming.

|   |                                  |
|---|----------------------------------|
| Filming Permit Application Fee                      | \$79.00 (non-refundable)         |
| Filming/Still Photography (Commercial)              | \$344.00 per day                 |
| Still Photography (Private Property)                | \$0                              |
| Student filming permit                              | \$54.00*                         |
| No Parking Signs                                    | \$10.00 per sign                 |
| Parking in City Parking Lot or Structure            | \$14 per vehicle                 |
| Temporary Use Permit                                | \$120 per site                   |
| <b>Public Safety Fees (Police / 4 hour minimum)</b> |                                  |
| Police Officer                                      | \$100 per hour (minimum 4 hours) |
| Fire Personnel                                      | \$100 per hour (minimum 4 hours) |

**Additional Fees:** Additional fees may be charged for other personnel, equipment and vehicle expenses incurred by the City to assist a photo/film project. The fees will reflect actual costs to the City. A deposit may be required in advance.

Overpayments will be refunded and under-payments will be billed within thirty days (30) of the final day of shooting and are due and payable within thirty (30) days of the billing date.

**Cancellation:** The production company is required to notify the Police Department and Fire Department if cancellation occurs. The City will not refund the Filming Permit Application Fee.

### PART IV:

#### Insurance

If filming on City property, a \$5,000,000 liability policy is needed with the city listed as additionally insured. **The word "Endeavor" must be crossed out.** If filming on County property (i.e. courthouse or D.W.P. building), you must provide a copy of written approval from the County.

\*Proof of Student Status: School letter and Student ID.

# City of Alhambra

## PHOTOGRAPHY/FILMING PERMIT APPLICATION



**PART V:**

**Agreement with the Terms & Conditions of the Photography / Filming Permit**

I hereby certify that all information included in this application is complete and accurate. I understand that failure to comply with the laws and requirements of the City may result in the immediate discontinuation of operations and/or revocation of this permit.

Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

City Authorization \_\_\_\_\_ Date \_\_\_\_\_

For City Use Only

Approvals:

**Police Dept.** \_\_\_\_\_ Date \_\_\_\_\_ **Fire Dept.** \_\_\_\_\_ Date \_\_\_\_\_

**Public Works** \_\_\_\_\_ Date \_\_\_\_\_ **Finance Dept.** \_\_\_\_\_ Date \_\_\_\_\_

**Community Svc.** \_\_\_\_\_ Date \_\_\_\_\_ **City Clerk** \_\_\_\_\_ Date \_\_\_\_\_

**Risk Management** \_\_\_\_\_ Date \_\_\_\_\_

|   |         |             |      |
|---|---------|-------------|------|
| Application Fee                           | \$79    |             | \$79 |
| Permit Fee (Filming/Commercial)           | \$344 x | # days =    | \$   |
| Permit Fee (Still Photography/Commercial) | \$100 x | # days =    | \$   |
| Police Officer (#1) – 4 hours minimum:    | \$100 x | # hours =   | \$   |
| Police Officer (#2) – 4 hours minimum     | \$100 x | # hours =   | \$   |
| Fire Personnel (#1) – 4 hours minimum     | \$100 x | # hours =   | \$   |
| <i>Other:</i>                             |         |             |      |
| No Parking Sign(s) provided by City       | \$10 x  | # signs =   | \$   |
| Parking in City Lot or Structure          | \$14 x  | # vehicles= | \$   |
| Temporary Use Permit                      | \$120 x | # sites =   | \$   |
| <b>SUBTOTAL</b>                           |         |             | \$   |

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

# City of Alhambra

## “PARKING & LOCATION PLAN” / “SCALED PLAN” FORM



Production Title: \_\_\_\_\_ Production Co.: \_\_\_\_\_

Location Mgr: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Photo/Film Title: \_\_\_\_\_

Move-In Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Move Out Time \_\_\_\_\_

Parking: Indicate the number and type of vehicles you will park on the street at this location:

\_\_\_ Trailers \_\_\_ Vehicles <40-ft. \_\_\_ Vehicles >40-ft. \_\_\_ Crane \_\_\_ Water Truck \_\_\_ Picture Cars

\_\_\_ Pop-out Trailers \_\_\_ Generators \_\_\_ Honey wagon \_\_\_ Condor \_\_\_ Shuttle Van \_\_\_ Personal Cars

Address (Basecamp) \_\_\_\_\_ (Crew Parking) \_\_\_\_\_

BELOW:

1. Draw your location street (show the nearest intersection) and show all surrounding addresses.
2. Check (√) each address where the property owner provided a signature.
3. Place a series of xxxx's in front of those addresses where you plan to park or want the option of parking.
4. Please indicate Red Zones, Yellow Zones, “No Parking Anytime” zones and Bus Zones.
5. Please show camera placements with a < and dolly tracks with an IIIII. Show cranes with a ☒ and a generator with a ⊗
6. NOTE: Company shall park in front of those addresses where a signature was obtained.

### Scaled Plan

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# City of Alhambra

## "ENCROACHMENT" FORM



Production Title: \_\_\_\_\_

Name of Production Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone ( \_\_\_\_ ) \_\_\_\_\_ Cell Ph: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

The undersigned hereby applies for permission to encroach on the following City-owned Right of Way or other property: \_\_\_\_\_

\_\_\_\_\_

Description of encroachment or work to be done: \_\_\_\_\_

\_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Company Phone ( \_\_\_\_ ) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for the issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, the Alhambra Municipal Code, and any special conditions hereon, or attached hereto. I agree to hold the City harmless from any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the City of Alhambra.

Permittee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR CITY USE ONLY**

Public Works Review & Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Special Condition(s): \_\_\_\_\_

\_\_\_\_\_

Permission is granted to perform the activities described above to the statutes, ordinances and conditions described above. Special conditions hereon and attached hereto are made a part hereof by reference. The permission is granted for the period of \_\_\_\_\_ to \_\_\_\_\_ Extended to: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Alhambra**  
**PERMISSION TO USE PROPERTY**  
**FOR PHOTOGRAPHY/FILMING FORM**



I/We, \_\_\_\_\_, property owner(s) of \_\_\_\_\_  
*(Name)* *(Street Address)*

\_\_\_\_\_, \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
*(City)* *(State)* *(Zip)*

hereby give permission for \_\_\_\_\_ to use my/our property for the  
*(Film Company)*

purpose of photography/filming scenes of \_\_\_\_\_  
*(Project Title)*

on the following date(s) \_\_\_\_\_ and time(s) \_\_\_\_\_.

In order to be granted a Photography/Filming Permit, the Permittee must apply for all necessary permits and maintain all legally required liability insurance as required by the City of Alhambra. Once a permit is granted, all personnel required to ensure public safety will be on location. By signing the permit application, the Permittee has agreed to abide by all City, County, State and Federal regulations and any specific guidelines applicable to your neighborhood. A copy of the City of Alhambra's Filming Policy and Guidelines is available at City of Alhambra – Film Liaison Office, 111 S. First Street, Alhambra, CA 91801, or by calling (626) 570-5011; one will be mailed upon request.

By signing this form, the property owners/tenants understand that the City of Alhambra is exempt from any liability from any property damage or injury to property owners/tenants, family, employee(s), or any other personnel or animal on the property during the production, including setup, removal of props, and equipment and operation of vehicles.

**OWNER (S) OF THE PROPERTY**

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Telephone Number*



# City of Alhambra

## PROPOSED PHOTOGRAPHY/FILMING ACTIVITY FORM



DATE OF NOTICE: \_\_\_\_\_

**Dear Resident:**

The City of Alhambra would like to inform you that the production company listed below has applied for a Photo/Film Permit for the purpose of [ ] filming / [ ] taking still photo shots in your neighborhood:

Title of Project/Film \_\_\_\_\_

Company Name: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Location of Filming: \_\_\_\_\_

Activity: \_\_\_\_\_

Number of vehicles to be parked on city streets in the area: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_ Hours of filming: \_\_\_\_\_

Other special conditions: \_\_\_\_\_

With the approval of the Permit Application, the Production Company and its representatives shall make every reasonable effort to accommodate the residential neighbors and businesses affected by the production. At all times, they shall behave in a courteous manner, comply with noise level as standards, and maintain access for residents, motorists and pedestrians.

If you have any questions or concerns about the proposed filming activities, please contact their company representative \_\_\_\_\_ at ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ or call one of the following City staff:

**Finance Dept. (626) 570-5021 Fax: (626) 308-4868**  
**Police Department On-Duty Watch Commander\* Ph: (626) 570-5130 Fax: (626) 284-5978**  
*(\*After normal business hours and on weekends)*

# City of Alhambra

## PROPOSED PHOTOGRAPHY/FILMING ACTIVITY FORM



Property owners/tenants whose properties are located within 100-feet of a photo shoot/filming location must provide **written permission acknowledging the potential impact such activities or additional parked vehicles may have on their neighborhood and/or property.** If photo/filming activities will take place in the rear of a property, written permission is also required from owners/tenants abutting the rear of such location. By signing this form, the property owners/tenants understand that the City of Alhambra is exempt from any liability from any property damage or injury to property owners/tenants, family, employee(s), or any other personnel or animal on the property during the production, including setup, removal of props, and equipment and operation of vehicles.

I/We, the undersigned, have been made aware that the following Company

\_\_\_\_\_ has taken out a permit to [ ] photograph/ [ ] film scenes of the following Project Name/Film Title:

at \_\_\_\_\_, Alhambra, CA on \_\_\_\_\_.

(Address) (Date[s])

The regular working hours (including set up / take down) will be: \_\_\_\_\_.

There will be approximately \_\_\_\_\_ equipment vehicles parked on our street.

Scene Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signatures of Adjacent Property Owner(s) & Tenant(s)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PH: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL PH: ( \_\_\_\_\_ ) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**APPROVE:**  I/we the adjacent property owners and/or tenants, to photography/filming location hereby state that we **raise no objections** to the above referenced [ ] photography / [ ] filming activity.

**OBJECT:**  I/we the adjacent property owners and/or tenants, to the photography/filming location hereby **object** to the above referenced [ ] photography / [ ] filming activity for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

# City of Alhambra

## “RIDER FOR PHOTO/FILMING PERMIT” FORM



Permit # \_\_\_\_\_

RIDER #: \_\_\_\_\_

Date \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Co: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Posting: \_\_\_\_\_

Describe Changes (s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| DATE(S) | HOURS | PHOTO/FILM | CONSTRUCT | STRIKE |
|---------|-------|------------|-----------|--------|
| _____   | _____ | _____      | _____     | _____  |
| _____   | _____ | _____      | _____     | _____  |

**Requirements Met:**

Police \_\_\_\_\_ By \_\_\_\_\_ Cancelled in Time [ ] Yes; No [ ]

Fire \_\_\_\_\_ By \_\_\_\_\_ Cancelled in Time [ ] Yes; No [ ]

PW \_\_\_\_\_ By \_\_\_\_\_ Cancelled in Time [ ] Yes; No [ ]

.....  
 Except as amended above, all other terms and provisions of the original permit shall remain in force. When signed by a City Official, this Rider becomes part of and must be attached to the original permit at all times.

\_\_\_\_\_  
*Company Representative/Date*

\_\_\_\_\_  
*City Official/Date*

**FOR OFFICE USE ONLY**

**Additional Fees**

Permit \_\_\_\_\_  
 Police \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Location \_\_\_\_\_  
 Miscellaneous \_\_\_\_\_  
 TOTAL \_\_\_\_\_

**Additional Attachments**

Agreements \_\_\_\_\_  
 Signatures \_\_\_\_\_  
 Parking Plan \_\_\_\_\_  
 Notification \_\_\_\_\_

# City of Alhambra

## "PYROTECHNICS/SPECIAL EFFECTS PERMIT" FORM



This form shall be completed whenever any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms (including blanks), burn scenes, automobile crashes, chase scenes, or any type of jumps involving automobiles, motorcycles or people. Any stunt which by its nature poses a potential for danger or disruption to individuals or the surrounding area must be detailed below.

Production Title: \_\_\_\_\_

Name of Production Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone (\_\_\_\_) \_\_\_\_\_ Cell Ph: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Location Where Pyrotechnic Device is to be Discharged: \_\_\_\_\_

Special Effects Coordinator \_\_\_\_\_ License # \_\_\_\_\_

Pyrotechnician's Name \_\_\_\_\_ License # \_\_\_\_\_

Names of Assistants and License Numbers:

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

Type and Quantity of Special Effects Materials Being Brought to Location: \_\_\_\_\_

Type of Vehicle to Transport Pyrotechnic Materials: \_\_\_\_\_

Type of Fire Suppression Equipment and Standby Personnel to be Provided: \_\_\_\_\_

Detailed Description of Activity (Attach additional pages if necessary): \_\_\_\_\_

I certify that the Permittee will carry out the proposed activity in accordance with the Health and Safety Code, Title 19, Fireworks Laws & Regulations, and any other laws applicable thereto. All fire and life safety procedures as required by federal, state and local regulations will be followed.

Signature of Applicant/Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
FOR CITY USE ONLY

Fire Dept. Review & Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept. Condition(s): \_\_\_\_\_

# City of Alhambra

## “HELICOPTER/AIRCRAFT PERMIT” FORM



This form shall be completed whenever any type of aircraft is used during a film production or photo shoot. A detailed flight plan and diagram of approach and takeoff paths for off-airport/helicopter landings must also be attached. All Aerial Coordinators and/or Pilots in Command shall possess a current FAA approved Motion Picture and Television Operations manual and accompanying Waiver. The Waiver is specific to those Federal Aviation regulations specified in the approved manual. A copy of the FAA required Plan of Activity and approved Operations Manual shall also be available to the Production Company prior to aerial operations.

Production Title: \_\_\_\_\_

Name of Production Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone (\_\_\_\_) \_\_\_\_\_ Cell Ph: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Special Effects Coordinator \_\_\_\_\_ License # \_\_\_\_\_

| PILOT'S<br>NAME | CERTIFICATE<br>NUMBER | AIRMAN'S<br>CERTIFICATE CLASS | RATINGS &<br>LIMITATIONS |
|-----------------|-----------------------|-------------------------------|--------------------------|
|                 |                       |                               |                          |
|                 |                       |                               |                          |
|                 |                       |                               |                          |
|                 |                       |                               |                          |

Aircraft Company: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Insurance Company of Aircraft: \_\_\_\_\_ Policy # \_\_\_\_\_

Injury & Damage Liability Limits: \_\_\_\_\_

Location & Description of Landing Zone \_\_\_\_\_

Other Landing Zone(s): \_\_\_\_\_

Description of Flight Path: \_\_\_\_\_

Number of Aircraft(s) Simultaneously in Flight: \_\_\_\_\_

Number of Landings: \_\_\_\_\_ Expected Flight Hours: \_\_\_\_\_

Number of Operations \_\_\_\_\_ Night-time Operation: [ ] Yes; [ ] No

Detailed Description of Activity (Attach additional pages if necessary): \_\_\_\_\_

Signature of Applicant/Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY USE ONLY**

Fire Dept. Review & Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept. Condition(s): \_\_\_\_\_